



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
3/29/21 7:30 PM
Conducted by Remote Participation - Zoom Meeting

ATTENDEES:

Gibian		Padaria	p	Pokress	p	Kellar		McKenna	p
Blundell	I	Wallach	p	Harmer	p	Tosti	p		
Ellis	p	Foskett	p	Deyst	p	Kocur	p		
Healy	p	Beck	p	Jones	I	Deshler	p		
Franclemont	p	Howard	p	LaCourt	p	Carman	p	Diggins	p

p Indicates present, I indicates late

VISITORS:

1. INTRODUCTION: Foskett read the rules for the meeting as formulated by Town Counsel based on the Governor's authorization. An important rule is that all votes be by role call. Attendance was taken by roll call.
Note: A vote of "unanimous" means "unanimous vote by all present". The Chair votes only when there is a tie. Note that Warrant article numbers are written: ART New Number (Old Number)

Foskett formally welcomed new member Michailah Healy to the Finance Committee.

2. MINUTES of 3/22/21 approved unanimously.

3. ART 61(68) MINUTEMAN TECH: This article heard 2/24.
VOTED \$6,795,456 Unanimous.

4. EF SubCom Franclemont reported that the large increase in the rink refrigeration contract is caused by needed repairs.

5. Online RE bill payments. Ellis reported that bills are still mailed after a resident agrees to pay on line. Carman reported that there is no legal requirement to mail the bill.

6. ART 25 (27) RE TRANSFER TAX Tosti reported that the SB has taken no position as yet.

7. ART 20(21) PUBLIC REMOTE MEETINGS: Tosti reported that the Moderator will not allow a vote that includes an appropriation since the warrant article contains no mention of an appropriation.

8. ART 22(23) EMAIL ADDRESS FOR TMMs. The SB will recommend no action. FinCom, that already voted no action, will not comment.

9. ART 66(73) TRAFFIC STUDY PARK AVE Howard reported that TAC did vote unanimously to request the \$5K. Members considered voting no action because of concerns with TAC procedure.

VOTED to table 15-3 Blundell, LaCourt, and Deshler voted no. Howard to inquire whether SB authorized this study and the balance in the TAC budget.

10. ART 43(43) ADUs Harmer reported that he has asked Inspection & Fire for cost estimates to enforce this bylaw. Pooler provided a revised Inspection budget w/ a half time inspector added at \$35,000. Pooler said the cost of this position would be covered by payments by permit applicants. A general discussion followed. Harmer and others expressed disappointment in the lack of detail supporting this request even after Harmer had requested it. The Inspection Dept budget has grown in recent years and has not used all of its overtime budget. Should the article be approved and the demand for additional inspectors develop before the next Town Meeting, the Reserve Fund is available.

VOTED to take no position. Unanimous.

Harmer moved no action on the request from Pooler.

VOTED disapproval of the proposed budget. Unanimous. Harmer to write a letter to Pooler explaining the FinCom's position.

11. ART 68(75) HARRY BARBOUR COMMUNITY SERVICE: Foskett noted that this was not supported last year because the pandemic constraints would not have allowed the work to be done.

VOTED \$7,500 Unanimous.

12. ART 67(74) CPAC BUDGET: This article was heard 3/1.

VOTED to support the recommendation of the CPAC. 16-0-2 Jones & Tosti abstained.

13. ART 54(61) COLLECTIVE BARGAINING: Foskett was told that police union arbitrator has reported and Pooler says most of the Town's concerns are met.

The other unions are considering a 1 year contract. The FinCom report will probably say "report at Town Meeting".

14. RESERVE FUND BALANCE: \$1,556,724

COMMITTEE: The House Ways & Means Committee is expected to release the state budget on 4/14. Foskett requested members leave that date open for a meeting in case there are important changes.

The meeting adjourned at 8:42 PM.

Peter Howard
3/30/21
Revised 3/31/21

Ref 1 Code Enforcement Email Thread
Ref 2 Inspection Dept Budget (Proposed)

Subject: Inspections Budget
From: "Sandy Pooler" <SPooler@town.arlington.ma.us>
Sent: 3/29/2021 10:16:34 AM
To: "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>; "darrel.harmer" <darrel.harmer@gmail.com>; "Charlie Foscett" <charlie.foscett@foskettco.com>; "Mike Byrne" <MByrne@town.arlington.ma.us>; "Charlie Foscett" <CFoscett@arlingtonfincom.online>;
CC: "Julie Wayman" <JWayman@town.arlington.ma.us>;
Attachments: Inspections Department.pdf

Dear Darrel, Charlie, Adam, and Mike,

I have attached a draft revised Inspections budget that adds a half time Code Compliance Officer. This would be someone who is qualified to be a Building Inspector and is graded as such on the personnel page. I set the step at a mid-level to have the cost come in at approximately \$35,000.

The position would help the Department with its growing workload, in particular with enforcement of Good Neighbor Agreements, Stormwater bylaw enforcement, and a growing backlog of building permits and plan reviews within the office.

I monitor the Department's revenue every month, and it consistently has met the costs of the department staff and expenses, and even has rendered surplus revenue that covers the costs that other town departments, such as Legal and Planning, incur to enforce our zoning bylaw. While I do not track revenue per inspector, I am confident from past trends that the work this position will do will be covered by revenue the Department will generate either from this position or from the work of other staff members who can get to more permits and permit review.

Please let me know if you have any questions.

Sandy

Sandy Pooler

Deputy Town Manager/Finance Director
 Town of Arlington
 730 Massachusetts Avenue
 Arlington, MA 02476
 (781) 316-3002

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

From: "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>
 To: "darrel.harmer" <darrel.harmer@gmail.com>, "Charlie Foscett" <charlie.foscett@foskettco.com>, "Mike Byrne" <MByrne@town.arlington.ma.us>, "Charlie Foscett" <CFoscett@arlingtonfincom.online>
 Cc: "Sandy Pooler" <SPooler@town.arlington.ma.us>
 Date: Fri, 26 Mar 2021 11:55:15 -0400
 Subject: Re: Re[6]: Warrant Article 43 "Zoning Bylaw/Adoption of Accessory Dwelling Units"

Thank you, Darrel. We will get you something by Monday.

Adam W. Chapdelaine
 Town Manager
 Town of Arlington
 730 Massachusetts Avenue
 Arlington, MA 02476
 (781) 316-3010

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

From: "darrel.harmer" <darrel.harmer@gmail.com>
To: "Charlie Foscett" <charlie.foscett@foskettco.com>, "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>, "Mike Byrne" <MByrne@town.arlington.ma.us>, "Charlie Foscett" <CFoscett@arlingtonfincom.online>
Cc: "Sandy Pooler" <SPooler@town.arlington.ma.us>
Date: Thu, 25 Mar 2021 17:03:21 +0000
Subject: Re[6]: Warrant Article 43 "Zoning Bylaw/Adoption of Accessory Dwelling Units"

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In the interests of time, I asked Adam and Mike to submit an updated budget with a short justification for the 1/2 time position by Monday.

----- Original Message -----

From: "Charlie Foscett" <charlie.foscett@foskettco.com>
To: "darrel.harmer" <darrel.harmer@gmail.com>; "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>; "Mike Byrne" <MByrne@town.arlington.ma.us>; "Charlie Foscett" <CFoscett@arlingtonfincom.online>
Cc: "Sandy Pooler" <SPooler@town.arlington.ma.us>
Sent: 3/25/2021 12:58:27 PM
Subject: RE: Re[4]: Warrant Article 43 "Zoning Bylaw/Adoption of Accessory Dwelling Units"

Hi Darrel:

Thanks for your follow up.

I am reluctant to discuss this further by email for fear of violating the Open Meeting Law. We will have to determine whether or not to hold a hearing at the next meeting.

I will call you.

Charlie

Charlie Foscett
101 Brantwood Road
Arlington, MA 02176-8005
1.781.492.0800 (Mobile)
1.781.646.5882 (Home)
1.781.641.4769 (Fax)
Email: charlie.foscett@foskettco.com
Skype: cfoscett

From: darrel.harmer <darrel.harmer@gmail.com>
Sent: Wednesday, March 24, 2021 4:03 PM
To: Adam Chapdelaine <AChapdelaine@town.arlington.ma.us>; Mike Byrne <MByrne@town.arlington.ma.us>; Charlie Foscett <charlie.foscett@foskettco.com>; Charlie Foscett <CFoscett@arlingtonfincom.online>
Cc: Sandy Pooler <SPooler@town.arlington.ma.us>
Subject: Re[4]: Warrant Article 43 "Zoning Bylaw/Adoption of Accessory Dwelling Units"

Hi Adam,

Thank you for the response.

Charlie, how would you like to proceed? This request seems reasonable to me especially the cost should be covered by revenue collections.

-Darrel

----- Original Message -----

From: "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>
To: "Darrel Harmer" <darrel.harmer@gmail.com>; "Mike Byrne" <MByrne@town.arlington.ma.us>
Cc: "Sandy Pooler" <SPooler@town.arlington.ma.us>
Sent: 3/24/2021 9:40:09 AM
Subject: Re: Re[2]: Warrant Article 43 "Zoning Bylaw/Adoption of Accessory Dwelling Units"

Hi Darrel,

Thank you for writing about this matter. I hope that you're doing well.

I do not believe that there is a substantial financial impact associated with Article 43 alone, but I do believe that Article 43, when viewed collectively with other changes that have been approved by Town Meeting over the past several years, along with a continually busy real estate market, prompts the need to consider adding additional staff capacity to the Inspectional Services Department (ISD). The Good

Neighbor Agreement, the Stormwater bylaw, the booming renovation and construction environment (which has only been slightly tempered by the pandemic) have all added to ISD's workload over the past several years.

As you may know, we had planned to recommend the addition of a half-time Code Enforcement Officer position for the FY2022 budget. However, given the appropriate concern about the Town's long term fiscal outlook expressed by the Finance Committee, we had decided to pull back on that request. But now, with the question being raised about ADU's, along with the already existing pressures facing ISD's capacity, now may be an appropriate time to consider adding this half-time position. It could be budgeted at \$35,000 per year and given that total revenue collection for building permits already exceeds costs, I think it is fair to say that the addition of this cost can be covered by revenue collections.

If you think it is appropriate to bring this back to the Finance Committee for consideration, please let me know and I would be happy to assist.

Please let me know if you have any questions.

Best,

Adam W. Chapdelaine
Town Manager
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
(781) 316-3010

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

From: "Darrel Harmer" <darrel.harmer@gmail.com>
To: "Mike Byrne" <MByrne@town.arlington.ma.us>, "AChapdelaine@town.arlington.ma.us" <AChapdelaine@town.arlington.ma.us>
Date: Mon, 22 Mar 2021 23:52:29 +0000
Subject: Re[2]: Warrant Article 43 "Zoning Bylaw/Adoption of Accessory Dwelling Units"

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Hello,

The Finance Committee Chair asked me to report back to the Committee next Monday on if you estimate there could be a budgetary impact if Article 43 is adopted by the Town Meeting. It would be very helpful if you could get back to me by this Friday, if at all possible.

Adam, if there is potentially a need for additional staffing, do you believe the costs could be offset wholly or partially by anticipated revenues?

Thank you and I apologize to you both for the short deadline,

Darrel

----- Original Message -----

From: "Mike Byrne" <MByrne@town.arlington.ma.us>
To: "darrel.harmer" <darrel.harmer@gmail.com>
Sent: 3/19/2021 11:43:21 AM
Subject: Re: Warrant Article 43 "Zoning Bylaw/Adoption of Accessory Dwelling Units"

Hi Darrel,

Thank you for help. I just this morning had another call with the proponent and I have a couple communities I'm reaching out to on how they've handled adu's. I'll let you know what I find out.
thanks again.

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Michael F. Byrne
Director of Inspectional Services
51 Grove Street
Arlington, MA 02476
781-316-3390

From: "darrel.harmer" <darrel.harmer@gmail.com>
To: "Mike Byrne" <MByrne@town.arlington.ma.us>
Cc: AChapdelaine@town.arlington.ma.us, "Kevin Kelley"
<kkelley@town.arlington.ma.us>, "Charlie Foscett" <CFoscett@arlingtonfincom.online>,
"Darrel Harmer" <dharmer@arlingtonfincom.online>, jwallach@arlingtonfincom.online
Date: Fri, 19 Mar 2021 14:00:08 +0000
Subject: Warrant Article 43 "Zoning Bylaw/Adoption of Accessory Dwelling Units"

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Hi Mike,

First, I'm pleased to inform you that the Finance Committee approved the FY 2022 Inspections Department budget request.

Then, during our budget review, we discussed potential budgetary impacts if Town Meeting votes to adopt Article 43 "Zoning Bylaw/Adoption of Accessory Dwelling Units". You were concerned that this bylaw could have impacts on staffing needs of the Inspections and Fire Departments. I agreed to bring this issue to the Finance Committee. On behalf of the Committee, I'm now asking you and Chief Kelley that if you believe there could be budgetary impacts from adoption of this bylaw, please provide your best estimates of any staff and funding requirements.

I would appreciate it if you could get back to me by March 26 so we could discuss if and how we might need to address this issue before this year's Town Meeting.

Thank you,

Darrel

	2019 Actual	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
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0125181 INSPECTION SALARIES

5100 SALARIES & WAGES	474,899	494,883	499,927	542,224	42,297	8.46%
5102 SALARIES & WAGES TEMP	2,479	170	4,000	4,000	0	0.00%
5103 OVERTIME	1,255	375	4,000	4,000	0	0.00%
5141 CLOTHING	500	-	750	750	0	0.00%
5156 LONGEVITY	11,860	9,051	10,071	11,220	1,149	11.41%
5160 STIPENDS	300	925	300	300	0	0.00%

0125181 INSPECTION SALARIES	491,293	505,404	519,048	562,494	43,446	8.37%
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0125182 INSPECTION EXPENSES

5213 TRAVEL	1,677	1,069	2,000	2,000	0	0.00%
5218 TRAINING	-	-	2,000	2,000	0	0.00%
5223 OFFICE SUPPLIES	6,334	6,023	3,200	3,200	0	0.00%
5249 REPS & MAINT:VEHICLES	2,372	1,714	4,000	4,000	0	0.00%
5299 OTHERWISE UNCLASSIFIED	702	-	-	-	0	-
5382 CONTRACTED SERVICES	-	-	4,000	4,000	0	0.00%

0125182 INSPECTION EXPENSES	11,085	8,807	15,200	15,200	0	0.00%
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INSPECTION TOTAL	502,378	514,211	534,248	577,694	43,446	8.13%
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FY 2022 SALARY DETAIL			FY2022							FY2021	FY2022				
INSPECTIONS	Previous	Job	FTE	BU	Grade	Step	Step	Min	Max	Budget Book	New Pay	Base	Step	Longevity	Total
BYRNE		DIRECTOR OF INSPECTIONAL SERVICES	1.00	MGMT	2			97,449	140,818	138,750	140,750	138,750	2,000	7,038	147,788
LEE		WIRE INSPEC / SUPR. OF WIRES	1.00	SEIU	8	8	8	62,674	82,715	79,628	81,093	79,628	1,465	811	81,904
MCCONNELL		PLUMBING AND GAS INSPECTOR	1.00	SEIU	8	8	8	62,674	82,715	81,093	81,093	81,093	0	2,433	83,526
VALLARELLI		LOCAL BUILDING INSPECTOR	0.20	SEIU	7	9	9	60,552	79,918	15,984	15,984	15,984	0	0	15,984
GELDART		LOCAL BUILDING INSPECTOR	0.40	SEIU	7	6	7	60,552	79,918	28,590	29,662	28,590	1,072	237	29,899
CIAMPA		LOCAL BUILDING INSPECTOR	1.00	SEIU	7	6	7	60,552	79,918	71,475	74,155	71,475	2,680	0	74,155
VACANT		CODE ENFORCEMENT OFFICER	0.50	SEIU	7	5	5	60,552	79,918	71,475	35,080	33,812	1,268	0	35,080
CARROLL		ZONING ASSISTANT	1.00	OFFA	4	8	8	39,924	52,687	52,687	52,687	52,687	0	700	53,387
CONNORS		PRINCIPAL CLERK & TYPIST	0.69	OFNU	4	6	6	39,924	51,663	31,720	31,720	31,720	0	0	31,720
TAXATION TOTAL:			6.79							499,927	542,224	533,739	8,485	11,220	553,444

DRAFT